



## OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Parks and Recreation Committee of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of the:  
Date /Time:  
Location:

**PARKS AND RECREATION COMMITTEE OF THE CITY OF STOUGHTON**  
**Tuesday, April 18, 2023 at 5:00 pm**  
**This is a virtual meeting. Please use the information below to attend:**

Join Zoom Meeting

<https://us02web.zoom.us/j/89754288561?pwd=SEd0M1RKV3hXZEloUnU3eXZrMzIydz09>

Meeting ID: 897 5428 8561

Passcode: 230955

One tap mobile

+13126266799,,89754288561#,,,,\*230955# US (Chicago)

+16469313860,,89754288561#,,,,\*230955# US

Dial by your location

+1 312 626 6799 US (Chicago)

Members:

Regina Hirsch, Phil Caravello, Frank Raff, Joyce Tikalsky, Jim Brandt, Ethan Scheiwe, Tim Swadley

CC:

Attorney Matt Dregne, Department Heads, Stoughton Newspapers, Deb Waterstone, Sue Strandlie, Sarah Monette, Jon Lewis, Bob Diebel, Council Members

Item #

CALL TO ORDER

1

Call to Order

- 2 Roll Call
- 3 Approval of Minutes from February 21, 2023
- 4 Communications  
Member Communications  
Director's Report

**Item # OLD BUSINESS**

**Item # NEW BUSINESS**

- 5 Virgin Lake Trail Alignment, Roby Road to 51 West (Discussion & Action)
  - 6 Authorizing the Director of Parks & Recreation to submit a grant application for Mandt Park Improvements (Discussion & Action)
  - 7 Youth Center Passenger Van Lease (Discussion & Action)
- Future Agenda Items  
Cell Tower Lease  
STI Development

**Item # ADJOURNMENT**

**PARKS AND RECREATION COMMITTEE OF THE CITY OF STOUGHTON**

Tuesday, February 21, 2023

This meeting was done hybrid

In-Person Option: Stoughton Council Chambers (321 S. Fourth Street)

Virtual Option: Join Zoom Meeting Virtual Option: Join Zoom Meeting

<https://us02web.zoom.us/j/82834369260?pwd=eW0zY08zQXdHSDVlTGxJaWhGMHdBUT09>

Meeting ID: 828 3436 9260

Passcode: 783530 +16469313860,,85969241822#,,,,\*863695# US

Present: Alderpersons: Phil Caravello, Regina Hirsch, Joyce Tikalsky, Frank Raff, Ethan Scheiwe, Mayor Tim Swadley and Parks & Recreation Director Dan Glynn

Absent: Jim Brandt

Guest: none

Meeting called to order at 6:03 pm.

Approval of Minutes from January 17, 2023

Motion to approve the Minutes from January 17, 2023 by Hirsch, seconded by Scheiwe

*Motion carried unanimously*

Communication- Director Glynn highlighted STI Holdings Open House, Virgin Lake Public Hearing scheduled for March 6, 2023  
Directors Report-Director Glynn gave an update on DNR review process at River Park and recent Hiking night at Viking Park

Virgin Lake Trail Alignment

Motion to approve the Virgin Lake Trail Alignment by Hirsch, seconded by Scheiwe

*Motion carried unanimously*

Chalet Drive Open Space Director Glynn provided an update discussion with school district and City Forester

Motion by Hirsch, seconded by Raff to recommend the property located behind the lots on Chalet Drive become City property with the stipulation that it's not considered park dedication for the development.

*Motion carried unanimously*

Amending the 2023 CIP Budget for 51 West Park Development

Motion to amend the 2023 CIP Budget for 51 West Park Development by Raff seconded by Scheiwe

*Motion carried unanimously*

Future Agenda Items

Cell Tower Lease

STI development

Magnolia Springs Park Master Plan

*Motion to adjourn by Raff seconded by Scheiwe*

*Motion carried unanimously at 6:45 pm*

## **Director's Report April 2023**

### **Riverfront Project**

- We continue to go through the permitting process with the DNR. The Army Corp of Engineers has issued a provisional determination for a 404 Permit. It is dependent on water quality certification. The DNR has given the City contradictory information on how to fulfill that process and we are awaiting clarification.

### **Virgin Lake Trail**

- We hosted the public informational meeting. A document with questions and answers was created after the meeting and can be found on our website at [www.stoughtonrec.com/planning](http://www.stoughtonrec.com/planning)
- The condo association backed out of the easement for various reasons, but the main one was losing control of the use of the trail on their property. I reached out to see if we could place a split rail fence on their property to delineate it from City land. Without the easement, five trees would need to be removed. I walked the site with the City Forester along with the owner of Premier Prairies and Wetlands to get their feedback on the trees.

### **51 West Parks**

- Strand has put together a site plan for the improvements. We hope to have it bid out soon with a fall construction.
- I walked the trail and park with Brett Hebert, John K., Mark Edwards, and the owner of Premier Prairie and Wetlands. We discussed how to connect Standard Park to the stormwater pond area and the Virgin Lake area, so that we promote wildlife movement. There is a small area between the stormwater pond area and Velkommen Way that is turf grass. We will be including that area in the scope for the naturalized area to tie everything together. The southern half of the park will be converted into an oak savanna.

### **Kettle Park West Master Plan**

- We started the public input process for the master planning effort with stakeholder group interviews.

### **Troll Beach Bathhouse Remodel**

- Matson Custom Homes continues to remodel the bathhouse. The remodel will address all ADA deficiencies with Troll Beach.
- We need to replace three inflatable play structures for the season. We are working with the Finance Director on how to proceed.

### **STI Development**

- Hunden presented the preliminary findings for the feasibility study. They are recommending a community wellness center and field sport fields. They will be refining the study in the next few weeks and hope to have it completed by mid-May.

### **River Trail Planning Study**

- There's no update regarding this.

**Director's Report**  
**April 2023**



Oak Savanna - Provided by Premier Prairie & Wetlands



---

CITY OF STOUGHTON  
PARKS & RECREATION DEPARTMENT

Dan Glynn, Director  
Tony King, Recreation Supervisor  
Greg Hoyte, Youth Center Manager  
207 S. Forrest Street Stoughton, WI 53589  
(608) 873-6746 www.stoughtonrec.com

**Date:** April 13, 2023  
**From:** Dan Glynn, Director of Parks & Recreation  
**Subject:** Virgin Lake Trail Project

**Trail Easement – Roby Road to 51 West**

The Virgin Lake Condo Association approached the City last fall about an easement to protect trees on City property. Multiple meetings with condo owners took place since then with the most recent meeting being on March 28<sup>th</sup>. I was on vacation when this meeting took place, and the Mayor and Dan Schmitt from MSA represented the City. They answered condo owner questions and came back from that meeting feeling that the condo association would grant the easement.

A few days later the condo association took the vote. The condo association has 14 units and two are vacant. Due to their bylaws they need a two-thirds vote to approve an easement. The vote was 0 for the easement, 9 against, and 2 abstaining. Their main reason for not granting the easement was that they would not have control of future trail use on their property. I discussed this with the attorney working on the project and he advised me that it was in the City's best interest to not limit future trail use in the easement. New recreational trends happen such as e-bikes or scooters, and new laws are written or changed such as the American with Disabilities Act. It is best to maintain control over how the trail is used due to those factors.

**Trail Alignment – Roby Road to 51 West**

There are two options the City has to move forward with trail without the easement:

**Option 1**

This option would align the trail outside of the wetlands and it would be a paved surface for the entirety of the trail. Five trees would need to be removed for this alignment to work. Three are oaks, one is a red maple, and one is a cottonwood tree. I walked the trail with the City Forester who said two of the oak trees that would be removed are in poor condition. He estimated that one would live at most five more years and the other roughly 20 more years. Additionally, there is an oak tree that would not need to be removed (last pictured tree in the attachment), but would have at best a 50% chance of survival due to root damage during construction. I walked the trail on April 12 with the owner of Premier Prairies & Wetlands and he didn't believe removing the trees would change the ecology of the area.

The additional cost to do Option 1 is \$10,400 due to additional engineering and tree removals.

Option 2

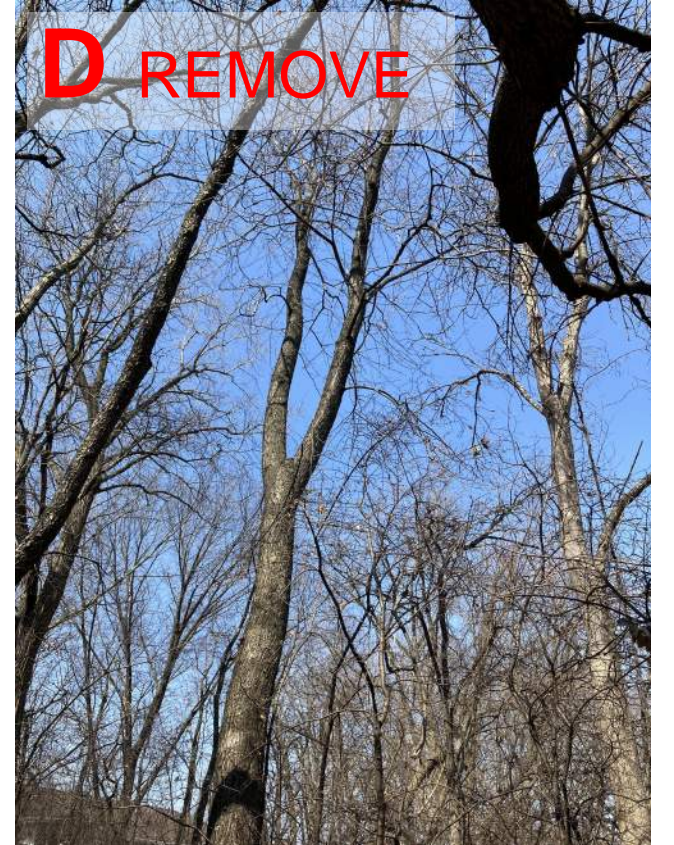
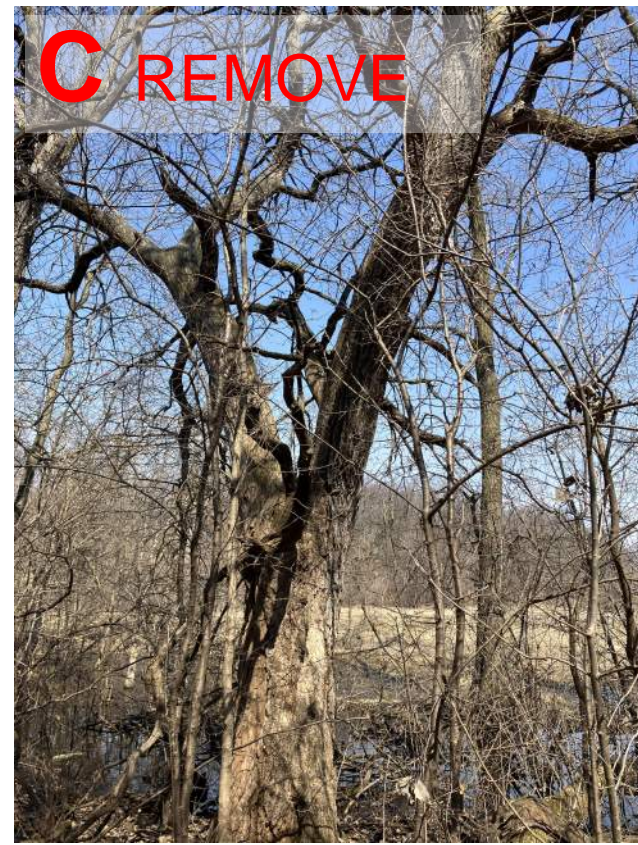
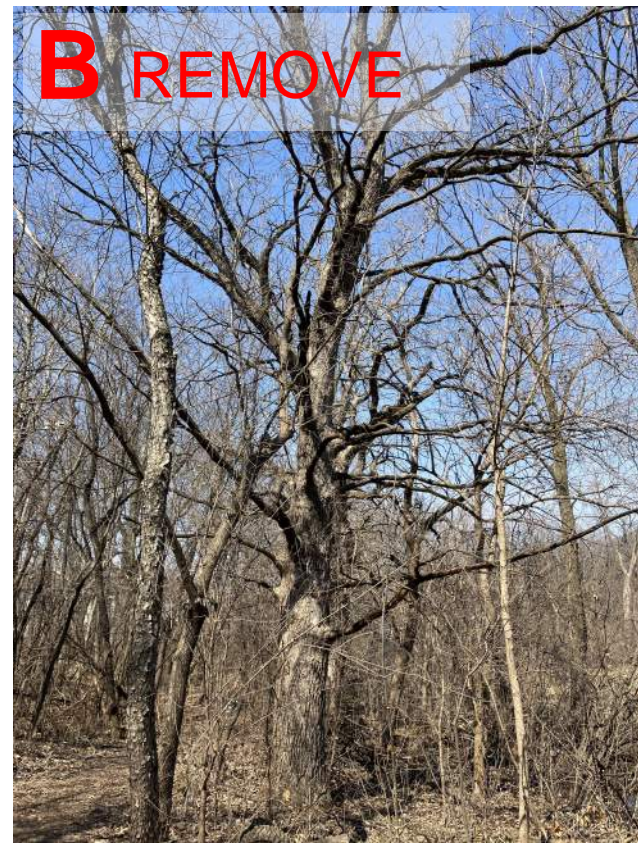
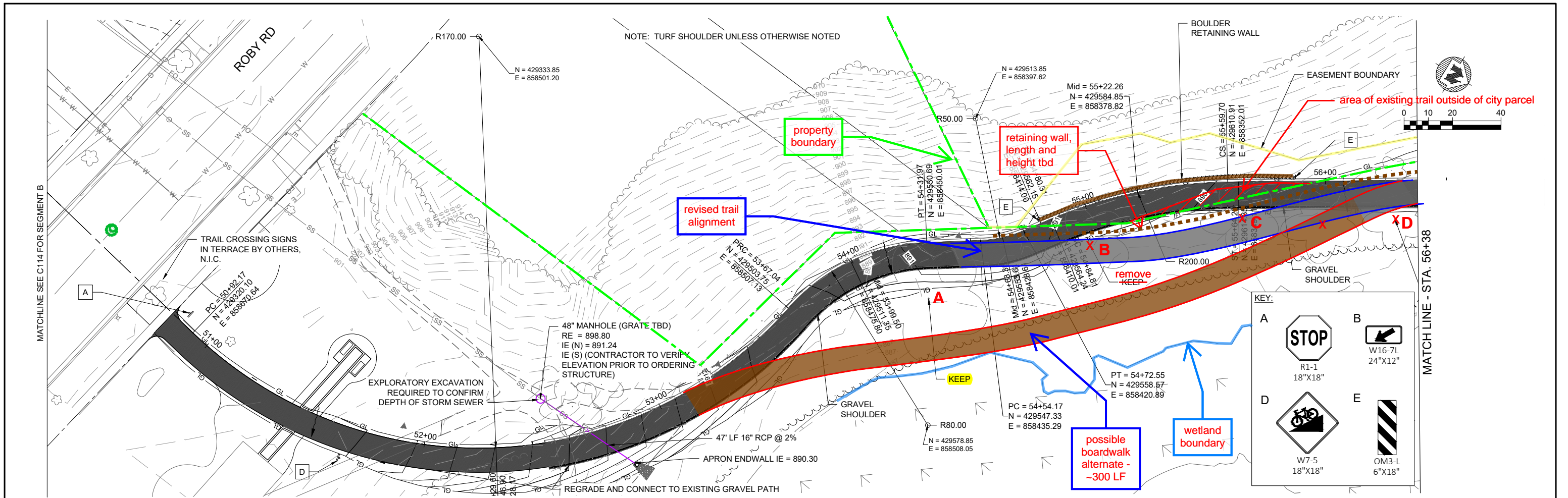
Option 2 would realign the trail to the east and provide 300 lineal feet of elevated boardwalk. Doing this would protect the oak trees and red maple, but the cottonwood tree would still need to be removed. The boardwalk would also give trail users better views into Virgin Lake and surrounding wetlands.

The additional cost to do Option 2 is \$263,600 with \$240,000 going towards the boardwalk and \$23,600 for additional engineering.

**Updated Cost Estimate**

The cost estimate provided by MSA during the budgeting process and prior to the design work is substantially different than one provided recently. The addition of pedestrian guardrails, extension of stormwater outlets, and other minor factors contributed to the difference. Below is a table that breaks down the budgeted amount, updated amount, and the difference between the two. MSA advises to include a \$20,000 cash contingency for the project and I split the contingency up equally amongst the three segments.

<b>Trail Segment</b>	<b>Budgeted Amount</b>	<b>Updated Amount</b>	<b>Difference</b>
Segment A – Roby Road to 51 West Option 1 (Paved)	\$175,000	\$365,527	-\$190,527
Segment A – Roby Road to 51 West Boardwalk Option 2 (Boardwalk)	\$175,000	\$618,727	-\$443,727
Segment B – Buckingham Road to Roby Road	\$150,000	\$239,935	-\$89,935
Segment C – Jackson Street to Buckingham Road	\$315,000	\$231,219	\$83,781
Total Difference – Segment A, Option 1			-\$196,726
Total Difference – Segment A, Option 2			-\$449,881
Total Difference – No Segment A			-\$6,154

















STOUGHTON VIRGIN LAKE TRAIL  
ENGINEER'S ESTIMATE OF PROBABLE COSTS  
CITY OF STOUGHTON - DANE COUNTY, WISCONSIN

ITEM NO.	ITEM DESCRIPTION	EST. QTY	UNITS	UNIT PRICE	TOTAL PRICE
Segment A - 51 W to Roby Rd.					
1	Mobilization/Bonds/Insurance	1	LS	\$ 32,000.00	\$ 32,000.00
2	Traffic Control	1	LS	\$ 4,500.00	\$ 4,500.00
3	Clearing and Grubbing	1	LS	\$ 40,000.00	\$ 40,000.00
4	Erosion Control	1	LS	\$ 12,000.00	\$ 12,000.00
5	Erosion Mat	1,610	SY	\$ 2.50	\$ 4,025.00
6	Turf and Site Restoration	1,610	SY	\$ 9.00	\$ 14,490.00
7	Unclassified Excavation	1	LS	\$ 70,000.00	\$ 70,000.00
8	Excavation Below Subgrade with Breaker Run and	220	CY	\$ 20.00	\$ 4,400.00
9	Imported Granular Fill	70	TON	\$ 30.00	\$ 2,100.00
10	Dense Graded Base, 1.25- Inch	875	TON	\$ 15.00	\$ 13,125.00
11	Stabilized Gravel Shoulder	35	TON	\$ 90.00	\$ 3,150.00
12	Concrete Sidewalk, 5-Inch Thick	70	SF	\$ 10.00	\$ 700.00
13	Concrete Driveway Apron, 8-inch Thick	290	SF	\$ 20.00	\$ 5,800.00
14	Asphaltic Pavement, 3-Inch Thick	245	TON	\$ 90.00	\$ 22,050.00
15	Pavement Marking Epoxy, 4-inch	165	LF	\$ 3.00	\$ 495.00
16	Sign, R1-1, 18"x18" (Stop Sign - Trail)	1	EA	\$ 750.00	\$ 750.00
17	Sign, OM3-L, 6"x18" (Object Marker- Trail)	4	EA	\$ 750.00	\$ 3,000.00
18	Sign, W7-5, 18"x18" (Hill- Trail)	1	EA	\$ 750.00	\$ 750.00
19	Sign, W1-11L, 18"x18" (90 Degree Left Bend Arrow-	1	EA	\$ 750.00	\$ 750.00
20	Sign, W1-11R, 18"x18" (90 Degree Right Bend Arrow-	1	EA	\$ 750.00	\$ 750.00
21	Salvage and Reinstall Sign	2	EA	\$ 250.00	\$ 500.00
22	Pedestrian Guard Rail	110	LF	\$ 320.00	\$ 35,200.00
23	Connect to Existing Storm Sewer	1	EA	\$ 2,500.00	\$ 2,500.00
24	Storm Sewer, 18", RCP	50	LF	\$ 90.00	\$ 4,500.00
25	Salvage and Reinstall Concrete Apron Endwalls, 18"	1	EA	\$ 1,500.00	\$ 1,500.00
26	Storm Drain Manholes, Frames and Covers, Complete -	1	EA	\$ 6,000.00	\$ 6,000.00
27	Boulder Retaining Wall	115	LF	\$ 95.00	\$ 10,925.00
28	Medium Rip Rap	105	SY	\$ 100.00	\$ 10,500.00
29	Paver Sidewalk	1	LS	\$ 12,000.00	\$ 12,000.00
30	Salvage Existing Park Amenities	1	LS	\$ 5,000.00	\$ 5,000.00
31	Landscaping, Planting and Transplanting	1	LS	\$ 25,000.00	\$ 25,000.00
<b>Segment A - Subtotal</b>					<b>\$ 348,460.00</b>
Segment B - Roby Rd. to Buckingham Rd.					
32	Mobilization/Bonds/Insurance	1	LS	\$ 18,000.00	\$ 18,000.00
33	Traffic Control	1	LS	\$ 4,500.00	\$ 4,500.00
34	Clearing and Grubbing	1	LS	\$ 17,000.00	\$ 17,000.00
35	Erosion Control	1	LS	\$ 10,000.00	\$ 10,000.00
36	Erosion Mat	1,590	SY	\$ 2.50	\$ 3,975.00
37	Turf and Site Restoration	1,590	SY	\$ 9.00	\$ 14,310.00
38	Unclassified Excavation	1	LS	\$ 35,000.00	\$ 35,000.00
39	Excavation Below Subgrade with Breaker Run and	235	CY	\$ 30.00	\$ 7,050.00
40	Imported Granular Fill	130	TON	\$ 30.00	\$ 3,900.00
41	Dense Graded Base, 1.25- Inch	960	TON	\$ 15.00	\$ 14,400.00
42	Stabilized Gravel Shoulder	4	TON	\$ 90.00	\$ 158.00
43	Concrete Sidewalk, 5-Inch Thick	60	SF	\$ 10.00	\$ 600.00
44	Concrete Curb and Gutter, 24-Inch	75	LF	\$ 35.00	\$ 2,625.00
45	Asphaltic Pavement, 3-Inch Thick	268	TON	\$ 90.00	\$ 24,120.00
46	Asphaltic Pavement, 4-Inch Thick	4	TON	\$ 120.00	\$ 480.00
47	Pavement Marking Epoxy, Ladder, 24-Inch White	200	LF	\$ 40.00	\$ 8,000.00
48	Pavement Marking Epoxy, 4-inch	150	LF	\$ 3.00	\$ 450.00
49	Detectable Warning Field	16	SF	\$ 50.00	\$ 800.00
50	Sign, R1-1, 18"x18" (Stop Sign - Trail)	2	EA	\$ 750.00	\$ 1,500.00
51	Sign, W1-1R, 36"x36" (90 Degree Bend - Right - Trail)	1	EA	\$ 750.00	\$ 750.00
52	Sign, W1-1L, 36"x36" (90 Degree Bend - Left - Trail)	1	EA	\$ 750.00	\$ 750.00
53	Sign, W1-2R, 36"x36" (Bend - Right -Trail)	3	EA	\$ 750.00	\$ 2,250.00
54	Sign, W1-2L, 36"x36" (Bend - Left -Trail)	3	EA	\$ 750.00	\$ 2,250.00
55	Sign, W11-15, W16-9P (Crossing Ahead)	2	EA	\$ 500.00	\$ 1,000.00
56	Sign, OM3-L, 6"x18" (Object Marker- Trail)	2	EA	\$ 750.00	\$ 1,500.00
57	Salvage and Reinstall Sign	2	EA	\$ 250.00	\$ 500.00
58	Pedestrian Guard Rail	150	LF	\$ 320.00	\$ 48,000.00
59	Connect to Existing Storm Sewer	1	EA	\$ 2,500.00	\$ 2,500.00
60	Storm Sewer, 36", RCP	12	LF	\$ 200.00	\$ 2,400.00
61	Apron Endwalls, 36", RCP With cutoff and grate	1	EA	\$ 4,500.00	\$ 4,500.00
<b>Segment B - Subtotal</b>					<b>\$ 233,268.00</b>
Segment C - Buckingham Rd. to Jackson St.					
62	Mobilization/Bonds/Insurance	1	LS	\$ 18,000.00	\$ 18,000.00
63	Traffic Control	1	LS	\$ 4,500.00	\$ 4,500.00
64	Clearing and Grubbing	1	LS	\$ 10,000.00	\$ 10,000.00
65	Erosion Controls	1	LS	\$ 7,500.00	\$ 7,500.00
66	Erosion Mat	2,915	SY	\$ 2.50	\$ 7,287.50
67	Turf and Site Restoration	2,915	SY	\$ 9.00	\$ 26,235.00
68	Unclassified Excavation	1	LS	\$ 25,000.00	\$ 25,000.00
69	Excavation Below Subgrade with Breaker Run and Geo	350	CY	\$ 20.00	\$ 7,000.00
70	Dense Graded Base, 1.25- Inch	1,320	TON	\$ 15.00	\$ 19,800.00
71	Concrete Sidewalk, 5-Inch Thick	1,520	SF	\$ 10.00	\$ 15,200.00
72	Concrete Curb and Gutter, 24-Inch	155	LF	\$ 35.00	\$ 5,425.00
73	Detectable Warning Field	40	SF	\$ 50.00	\$ 2,000.00
74	Asphaltic Pavement, 3-Inch Thick	370	TON	\$ 90.00	\$ 33,300.00
75	Asphaltic Pavement, 4-Inch Thick	8	TON	\$ 120.00	\$ 960.00
76	Pavement Marking Epoxy, 4-inch	115	LF	\$ 3.00	\$ 345.00
77	Sign, R1-1, 18"x18" (Stop Sign - Trail)	2	EA	\$ 750.00	\$ 1,500.00
78	Sign, W1-2R, 36"x36" (Bend - Right -Trail)	3	EA	\$ 750.00	\$ 2,250.00
79	Sign, W1-2L, 36"x36" (Bend - Left -Trail)	3	EA	\$ 750.00	\$ 2,250.00
80	Sign, W1-11L, 18"x18" (90 Degree Left Bend Arrow- T	1	EA	\$ 750.00	\$ 750.00
81	Sign, W1-11R, 18"x18" (90 Degree Right Bend Arrow-	1	EA	\$ 750.00	\$ 750.00
82	Sign, W11-15, W16-9P (Crossing Ahead)	1	EA	\$ 500.00	\$ 500.00
83	Sign, OM3-L, 6"x18" (Object Marker- Trail)	2	EA	\$ 750.00	\$ 1,500.00
84	Pedestrian Guard Rail	100	LF	\$ 320.00	\$ 32,000.00
85	Salvage and Reinstall Sign	2	EA	\$ 250.00	\$ 500.00
<b>Subtotal - Segment C</b>					<b>\$ 224,552.50</b>
Fixed Cash Contingency					
86	Cash Contingency	1	LS	\$ 20,000.00	\$ 20,000.00
<b>Total: Segments A,B,C Only</b>					<b>\$ 826,280.50</b>
Alternates - Schfelker Park Paving					
AA1	Asphaltic Pavement, 3-Inch Thick	132	TON	\$ 90.00	\$ 11,880.00
AA2	Asphaltic Pavement, 3.5-Inch Thick	50	TON	\$ 105.00	\$ 5,250.00
<b>TOTAL: All Segments and Alternates</b>					<b>\$ 843,410.50</b>



---

CITY OF STOUGHTON  
PARKS & RECREATION DEPARTMENT

Dan Glynn, Director  
Tony King, Recreation Supervisor  
Greg Hoyte, Youth Center Manager  
207 S. Forrest Street Stoughton, WI 53589  
(608) 873-6746 www.stoughtonrec.com

**Date:** April 13, 2023  
**From:** Dan Glynn, Director of Parks & Recreation  
**Subject:** 2023 WDNR Outdoor Grants – Mandt Park Improvements

The Wisconsin Department of Natural Resources requires a resolution authorizing the proper official to submit a grant application for their outdoor recreation grant program. The program includes Stewardship, Federal Land and Water Conservation Fund, and Recreational Trails Program. We have been successful acquiring funds with this grant program in 2019, 2020, and 2021.

The City applied for the same grant for the same improvements in 2022. We were awarded a Stewardship grant, but it was not sufficient for the project and was turned down. This was after discussing the 2022 grant cycle with WDNR staff that said it was an abnormal year for competitiveness.

The project we are re-applying for is Phase III of the Yahara Riverfront Development project. These are the river corridor improvements that were first established in the Mandt Park Master Plan. We have since completed the 30% design for the project which involved three meetings with the Stoughton Fair and two meetings with the manager of the Mandt Center. The 60% and 90% designs are scheduled to be completed in 2023 with construction in 2024.

Improvements include:

- Removing the northern section of Mandt Parkway that is parallel with the river and replacing it with a riverwalk trail that matches the redevelopment site.
- Stormwater improvements (bioswales)
- Reconfigured and expanded parking to serve river users and the Mandt Center
- Two ADA canoe/kayak launches with one floating launch and one ramp style launch
- A restroom in the northwest corner of the park for river users.

#### **Fiscal Impact**

The engineer's opinion of probable cost is \$3,000,000. This cost estimate was developed during the 30% design. The cost share for the grant program is 50%, making the City's required match be \$1,500,000.

#### **Committee Action**

The Parks & Recreation Committee recommended 0-0 to City Council on April 18, 2023.



**CITY OF STOUGHTON, 207 S. FORREST STREET, STOUGHTON, WISCONSIN**

**RESOLUTION OF THE COMMON COUNCIL**

Authorizing the Director of Parks & Recreation apply for the 2023 Wisconsin Department of Natural Resources Stewardship Local Units of Government, Federal Land and Water Conservation Fund, and Recreational Trails Grant Program for Yahara Riverfront Development – Phase III (Mandt Park Improvements)

Committee Action: Parks & Recreation Committee recommended on April 18, 2023

Fiscal Impact: 50% cost share up to **\$1.5 million**

**File Number:**

**Date Introduced:**

**WHEREAS**, the City of Stoughton is interested in acquiring or developing lands for public outdoor recreation purposes as described in the application, and

**WHEREAS**, financial aid is required to carry out the project, and

**THEREFORE, BE IT RESOLVED** that the City of Stoughton has budgeted a sum sufficient to complete the project, and

**HEREBY AUTHORIZES** the Director of Parks & Recreation to act on behalf of the City of Stoughton to submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available, submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date, and take necessary action to undertake, direct, and complete the approved project.

**BE IT FURTHER RESOLVED** that the City of Stoughton will comply with state or federal rules for the programs; may perform force account work; will maintain the completed project in an attractive, inviting and safe manner; will keep the facility open to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site.

**Council Action:**  **Adopted**  **Failed** **Vote** \_\_\_\_\_

**Mayoral Action:**  **Accept**  **Veto**

---

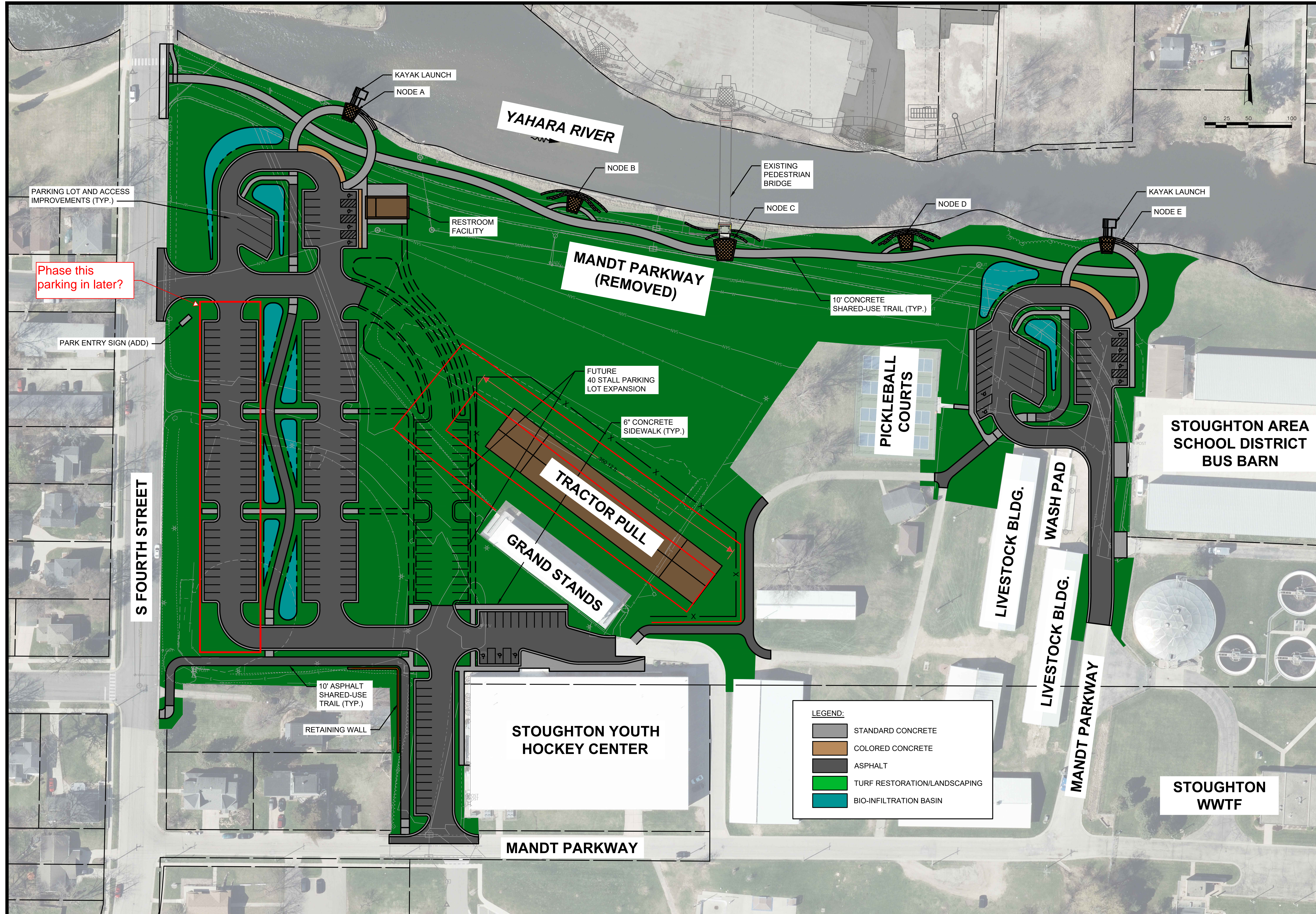
Tim Swadley, Mayor

Date

**Council Action:** \_\_\_\_\_

**Override**

**Vote** \_\_\_\_\_



Phase this parking in later?

NO.	REVISIONS	DATE:

**MANDT PARK  
SITE RESTORATION PLAN**

MANDT PARK IMPROVEMENTS  
PHASE 1  
CITY OF STOUGHTON  
DANE COUNTY, WISCONSIN

**JOB NO.  
1040.138**

**PROJECT MGR.  
ZRS**





---

CITY OF STOUGHTON  
PARKS & RECREATION DEPARTMENT

Dan Glynn, Director  
Tony King, Recreation Supervisor  
Greg Hoyte, Youth Center Manager  
207 S. Forrest Street Stoughton, WI 53589  
(608) 873-6746 www.stoughtonrec.com

From: Dan Glynn, Director of Parks & Recreation

To: Parks & Recreation Committee

Subject: Youth Center Van Lease

Date: April 10, 2023

The Friends of the Stoughton Area Youth Center (FSAYC) received a grant in 2022 to purchase a passenger van for the youth center. The grant stipulates that the FSAYC must retain ownership of the van since they are the non-profit receiving the grant funding. Working with Director Gillingham, we came up with the solution to have the FSAYC lease the van to the City for \$1 per year. This solution works as the only drivers of the vehicle would be City staff. I also worked with the City's Fleet Manager to determine which model and engine to select as it will be part of the City's fleet.

The selected vehicle is a 2023 Ford Transit T-350 Low Roof All Wheel Drive model with a 3.5 liter Eco Boost engine and the cost was \$52,209. The grant received was \$65,000 and the remaining balance of grant funds will be used to pay for vehicle expenses like fuel.

The vehicle will allow for youth center staff to do field trips and pick-up/drop-offs of students at locations that are not within walking distance of the youth center building. It is anticipated that it will increase summer attendance numbers.



## VEHICLE LEASE AGREEMENT

This Vehicle Lease Agreement (“Lease”) is between the Friends of the Stoughton Area Youth Center, Inc., a Wisconsin non-stock corporation (hereinafter “Lessor”) and the City of Stoughton (“Lessee”).

1. Vehicle. Subject to the terms and conditions of this Lease, Lessor hereby leases to the Lessee a 2023 Ford Transit Passenger Wagon (VIN: 1FBAX9YG9PKA88670) (the “Vehicle”).
2. Lease Term. This Lease is effective April 1, 2023 and shall expire on April 1, 2024 (“Lease Term”). This Lease shall automatically renew for additional one year terms on every April 1 unless either party provides the other party written notice of its intent to not renew the Lease sixty days prior to the renewal date.
3. Taxes, Fees, Other Charges. Lessee will pay when due all annual license and registration fees in the State of Wisconsin imposed in connection with this Lease or levied on the Vehicle by the state of Wisconsin.
5. Payment. Lessee shall make an annual payment of one dollar (\$1), payable by April 1 of each year of the Lease.
6. Vehicle Insurance. Lessee will provide insurance on the Vehicle by Lessee.
7. Titling and Registration. Lessor shall hold legal title to the Vehicle during the Lease Term. The Vehicle shall be registered in the name of Lessor during the Lease Term.
8. Vehicle Maintenance. Lessee shall, at Lessee’s expense, maintain the Vehicle in good working order and see that all needed maintenance, service and repairs are performed when needed. Lessor may require Lessee to produce receipts indicating that all such maintenance, service and repairs have been performed, and Lessee agrees to retain any such receipts throughout the term of the Lease. Lessee acknowledges and agrees that Lessee must obtain and pay for all gas, oil, fluids, anti-freeze, replacement tires and other operational expenses for the Vehicle. Lessee agrees that upon request, Lessor may inspect the Vehicle at any reasonable time.
9. Default. If Lessee fails to perform any of Lessee’s obligations Lessor can treat this Lease as being in default. In the event of a default, Lessor may do any or all of the following without giving Lessee advance notice: (a) take any reasonable measures designed to correct the default; (b) terminate the Lease and Lessee’s right to possess and use the Vehicle; or (c) take possession of the Vehicle by any method or manner permitted by law.
10. Liens. Lessee agrees to keep the Vehicle and this Lease free from any liens or encumbrances.
11. Assignment. Lessee shall not assign this Lease or any portion thereof without Lessor’s prior written consent.

12. General. This Lease sets forth the entire agreement between the parties regarding the leasing of the Vehicle. This Lease will be governed by the laws of the state of Wisconsin. Waiver of any default or failure to insist upon the keeping of any obligations will not be a waiver of any of the terms of this Lease. Notices must be in writing addressed to the appropriate party at the address provided below or other address of which the party has given notice, and each party should give the other prompt notice of any change of address.

If to the Lessee:           City Clerk  
                                  City of Stoughton  
                                  207 S Forrest Street  
                                  Stoughton, WI 53589

**If to the Lessor:**

By signing below, the parties acknowledge that they have read the entire Lease before signing it and agrees to the terms, conditions and obligations stated herein.

**LESSOR:**

\_\_\_\_\_

**LESSEE:**

\_\_\_\_\_  
Timothy Swadley, Mayor

**ATTEST:**

\_\_\_\_\_  
Candee Christen, City Clerk